

# St. Colman's Community College, Midleton. Transition Year Admissions Policy



**St. Colman's Community College**

**Transition Year Admissions Policy**

The Transition Year Programme in St. Colman's Community College is an optional One Year Programme taken after the Junior Cycle and before the Two Year Leaving Certificate Programme. The aims of the Transition Year Programme reflect those specific to the guidelines published by the Department of Education and Skills, namely:

- Education for maturity with the emphasis on personal development including social awareness and increased social competence.
- The promotion of general, technical and academic skills with the emphasis on interdisciplinary and self-directed learning.
- Education through experience of adult and working life as a basis for personal development and maturity.

Staffing availability, the specific requirements of practical subjects, in-house facilities and resources may limit the number of places available in Transition Year. The maximum number of places available will be determined annually by school management.

For acceptance into the Transition Year Programme, the school must be of the opinion that a student is capable of benefiting from participation in Transition Year and, equally, that his/her participation will not prevent any other student(s) from benefiting from participation.

### 1. Procedures for Admission

- I. The Programme Co-ordinator/Guidance Counsellor will visit all third year classes. He/she will make it clear to all prospective applicants that knowledge of, research into and preparation for Transition Year, as evidenced in the application process, will be critical factors in gaining entry to the programme. Similarly, attendance, punctuality, application and attitude to work and behaviour will be important factors. Written notice will be given to students outlining the criteria for selection;
  - a) *Student's behaviour*
  - b) *Attendance and punctuality*
  - c) *Student's homework and study record*
  - d) *Involvement in school life - extra-curricular and co-curricular activities*
  - e) *Age ( Students must be a minimum of 15 years of age at the start of the TY academic year)*
  - f) *Personal Statement of Interest in and Suitability for Transition Year*
- II. A formal evening presentation will be delivered to parents/guardians of third year students interested in applying for a place on the programme
- III. For students currently enrolled in St. Colman's Community College, initial application for admission to Transition Year will be made via the Senior Cycle Options Programme Selection Form.
- IV. Students who opt for TY will be asked to complete a formal application form, witnessed by their parent(s)/guardian(s) (*Appendix A*), A Personal Statement must accompany each application. (*Appendix B*). This Personal Statement will outline some research into the Transition Year Programme and state clearly the reasons why they are applying for a place. It will also outline the commitment that they will give if they are offered and accept a place. It will be impressed upon applicants that this is a critical factor in the application process
- V. Fully completed applications must be submitted to the School Administration Office in a sealed envelope, clearly marked with the student's name and class on or before **the stated closing date**. Valid applications will be date-stamped on submission.

- VI. Acceptance of the application form does not confirm or imply an expectation of a place on the programme
- VII. Any application received subsequent to the stated deadline will be considered only after students whose applications were submitted on time have been processed.

## 2. Selection Process

- I. The T.Y. Admissions Committee will be responsible for assessing applications and offering places. The committee will comprise of the Deputy Principal, Programme Coordinator, Third Year Head and Guidance Counsellor.
- II. Each application will be considered on its own merit. However the criteria outlined above (1.I), the Application Form, and the Professional Advice and Judgements of the teaching staff will be critical factors in determining a student's admission on to the Transition Year Programme.
- III. The Transition Year Admissions Committee reserves the right to interview students in relation to their application and their suitability for participation.
- IV. Following selection by the Transition Year Admissions Committee, successful candidates will be offered a Provisional Place on the Programme and their parents/guardians will be informed by letter
- V. This provisional place on the programme will be subject to their acceptance of the requirement to sign the TY Acceptance Form, Contract of Learning and Behaviour and Consent Form for TY School Trips and Other Off-Site Activities, Consent Form for photography, videography and social media and payment of the first instalment.
- VI. Completed acceptance forms and any other relevant documentation pertaining to consideration for a reserved place must be returned for the attention of the TY Coordinator to the School Office by the closing date.
- VII. Exceptional cases may be decided at the discretion of the Principal.

## 3. Acceptance Procedures

- I. Students accepting a place must complete and return to the school office the Acceptance Form (*Appendix C*) within the date specified. This form must be signed by the applicant and witnessed by a parent/guardian.
- II. The student and the parent(s)/guardian(s) must complete and sign the following documentation and return to the school along with the Acceptance Form
  - Transition Year Contract of Behaviour and Learning (*Appendix D*)
  - Consent Form for Transition Year School Trips and Other Off-site Activities (*Appendix E*)
  - Consent Form for photography, videography and social media (*Appendix F*)
- III. Failure to return the acceptance form and other relevant documentation to the school administration office within the specified time frame will result in the place being forfeited.
- IV. The first moiety of the Transition Year Fee, currently €150.00 must accompany the acceptance form (*Appendix C*)

- V. The student and the parent(s)/guardian(s) are expected to give an undertaking to arrange work-experience placements for the specified periods during the academic year.
- VI. If a student is not offered a place on the TY Programme, the Guidance Counsellor will meet with the student(s) to discuss other Senior Cycle options. After this meeting a letter will be issued to the student's parent(s)/guardian(s) informing them of the option the student has been offered. The parent(s)/guardian(s) may meet with the Deputy Principal or Guidance Counsellor if they wish to discuss the matter further.
- VII. Any serious breach of the schools code of behaviour prior to and during the commencement of Transition Year may result in the withdrawal of the offer of a place in Transition Year.
- VIII. The second moiety of the Transition Year Fee must be paid by the specified date as outlined in the conditional acceptance offer letter. Failure to make this final payment may result in the withdrawal of the conditional offer. The full Transition Fee is payable by all students. Any concerns regarding payment should be directed to the school authorities.
- IX. A student who accepts a place in Transition Year and subsequently withdraws from the programme is advised that his/her application for subject options in 5th year/LCA will be placed after the students who have applied first.
- X. The school reserves the right to review a student's place in Transition Year at any time after the offer of a place has been made up to and including the first four weeks of the academic year if they are considered to be unsuited to the programme.

#### 4. Appeals

- I. In the case of a student who is not offered a place by the T.Y. Admissions Committee, an appeal may be made in writing by the student's parent(s)/guardian(s) to the Principal within 14 school days of the date places were offered. The appeal will be considered within 14 school days of receipt of the appeal and a letter will be issued to parents.
- II. In the case of a student who is not offered a place by the Principal on appeal, a subsequent appeal may be made in writing to the Board of Management within 14 school days of the date on which the Principal issues the written decision. The appeal will be considered by the Board of Management at its next scheduled meeting and a letter will be issued to parents.

#### 5. External Applications

- I. Any application to transfer to St. Colman's Community College from another school will be considered strictly under the terms of the school's Admissions Policy in relation to such transfers and must meet Transition Year procedure for Admissions criteria.
- II. Should places be available, subject to programme and/or subject specifications applications from external candidates will be considered by the Transition Year Admissions Committee only after the 'Offer and Acceptance of Places' process for internal candidates has been completed.

#### 6. Programme Fees

- I. The Programme Fee set annually by the school is intended to assist in defraying costs associated with the various activities and courses fundamental to the programme. It will be used to pay for buses and entry fees for day trips as they arise, and to pay for workshops provided in school time.

- II. This is currently €300.00 and is payable in two instalments (The first installment on acceptance of a conditional place on the TY Programme and the second installment on the date specified on the conditional letter of offer.
- III. This fee does not cover the school administration fee for the school journal, school insurance, photocopying or any text books that may be required.

### **7. Class Organisation**

Class groupings are set in the timetable and movement between classes will not be allowed, unless otherwise deemed necessary by school leadership.

### **Ratification and Communication**

This policy will be ratified by the Board of Management.

This policy was updated by the Board of Management Chairperson on 20/03/2020

Implementation Date 20/03/2020

This policy will come into effect after being signed by the Board of Management

Signed Denis O'Shea

Date 20/03/2020

Chairperson of Board of Management